

INSTRUCTIONS FOR SPECIAL FUEL RETAILER TAX RETURN

Form SFS-1

RECEIPTS

Line 1b - Beginning Inventory. The number of gallons in inventory at the beginning of the period. If there are multiple products, combine all inventories.

Line 6b - Total Receipts.

Line 7b - Available Gallons. Add line 6b (Total Receipts) to line 1b (Beginning Inventory).

Line 8b - Ending Inventory. The number of gallons in inventory at the end of the period. If there are multiple products, combine all inventories.

Line 9b - Accountable Gallons. Subtract line 8b (Ending Inventory) from line 7b (Available Gallons). Note: This amount will not necessarily agree with line 10b (Total Gallons Sold and Used) because of stock losses or gains. Do not make adjustments to the monthly returns for losses or gains. This will be accomplished at the end of the year on the reconciliation return.

DISTRIBUTIONS

Line 10b - Total Gallons Sold and Used. The total number of gallons sold to customers and used by your company during this period.

Line 11b - Sales for Heating and Cooking. The number of gallons sold exempt during this period for use by the customer as heating or cooking fuel. Although no schedule is necessary, proper documentation must be kept in your files.

Line 12b - Sales to U. S. Government. The number of gallons sold exempt to the United States Government during this period. A schedule 8 must be attached for each fuel type.

Line 16b - Sales to this State or Political Subdivisions. The number of gallons sold exempt to the State of Maine or any of its political subdivisions. A schedule 9 must be attached for each fuel type.

Line 19b - Total Exempt Sales. Total lines 11b, 12b and 16b.

TAX COMPUTATION

Line 20 - Taxable Gallons. Subtract line 19b (Total Exempt Sales) from line 10b (Total Gallons Sold and Used).

Line 22 - Excise Tax Due. Multiply line 20 (Taxable Gallons) by the appropriate rate listed in line 21. (See paragraph at the end of these instructions for sales of low-energy fuel other than propane.)

Line 24 - Net Excise Tax Due. Same as line 22.

Line 25 - Total Due with this Return. Same as line 24.

Line 26 - Credit from Prior Period. If your prior period resulted in a credit and you have received a credit memo from Maine Revenue Services, place that amount on this line. This is not an adjustment line. Changes to prior returns must be made on amended returns.

Line 27 - Amount Due. Subtract line 26 (Credit from Prior Period) from line 25 (Total Due with this Return). If the result is a credit amount, use line 28.

Line 28 - Credit Due. Subtract Line 26 (Credit from Prior Period) from line 25 (Total Due with this Return). If the result is a debit amount, use line 27. Credits will be carried forward to the next period. Place this amount on line 26 of your next return. Alternatively, if you prefer to have the credit refunded to you, check the appropriate box and do not take the credit on the next return.

The law provides for different tax rates on sales of different types of low-energy fuel. The most common low-energy fuel is propane, which is why line 21 reflects the tax rate for propane. If other low-energy fuel is sold, please substitute the appropriate tax rate. The amount of tax for the different low-energy fuels can be found on Maine Revenue Services website at <http://www.state.me.us/revenue/fueltax> or by calling 624-9745.

Make check or money order payable to the State Treasurer. Do not forget to enclose it with your return. Please also indicate your registration number on your check. Mail to Maine Revenue Services, Sales, Fuel & Special Tax Division, P O Box 1064, Augusta, ME 04332-1064. Failure to file and pay this return on or before the due date will result in interest and penalty charges. Billings are issued shortly after the processing of your return. If any assistance is needed, please write to the above address or call 207-624-9745.